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OSM-1INSTRUCTION NO.  
LI 5-500-3LI 5-500-3  
GENERAL  
29 June 1955

SUBJECT: Weekly Activity Report

RECISSION: a. LO Notice No. 23-53, dated 15 April 1953, and supplement thereto, dated 16 June 1953.

b. LO Memo to all Chiefs of Staffs and Divisions, Subject: Weekly Activity Report, dated 4 November 1954.

1. PURPOSE

The purpose of this Instruction is to establish a uniform procedure for the preparation, submission, and distribution of the Weekly Activity Report within the Office of Logistics. This report is one of the best means at the disposal of the Chiefs of Staffs and Divisions for inviting the attention of the Director, Deputy Director, and Assistant Director to the accomplishments and problems within their respective Staffs and Divisions.

2. PREPARATION AND FORMAT

The report should be comprehensive, concise, and factual; it should be read carefully and signed by the Chief of Staff or Division submitting the report. The report will be prepared (typed and not dittoed or otherwise reproduced) in the following manner:

a. Paragraph 1. "General"

(1) Describe items of special interest to the Director of Logistics because of breadth of scope, urgency for accomplishment, or unusual category. Example:

- (a) Department of Defense Support
- (b) 1956 Fund Requirements
- (c) Preparation of Agency Regulations
- (d) Supply Training at [REDACTED]
- (e) Requirements Forecasts

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- (2) Each item of interest should be described in separate sub-paragraphs. Each sub-paragraph should have a short underlined title.

b. Paragraph 2. "Projects and Studies in Process"

- (1) Describe here items in the early stage of development and of special interest to the Director of Logistics which will result in the submission of a formal plan or study. Example:
  - (a) Preparation of Project Review Committee Projects
  - (b) Review of Country and Staff Programs
  - (c) Management Survey, Procurement Division
  - (d) Division Procedures

c. Paragraph 3. "Other Items of Interest"

- (1) Include in this paragraph items that do not properly fall in paragraphs 1 and 2 and are of a non-recurring nature.
- (2) Items of continued interest should be followed in subsequent reports.

d. Paragraph 4. "Special Problems"

- (1) Indicate here your problems, the solution of which requires assistance of the Office of the Director, or which must be brought to the attention of the Director for his information in dealing with others. (Special problems requiring extensive, detailed information will not generally be reported by this medium, but rather by a separate report to the Director.)

3. SUBMISSION AND COPIES

- a. The report will be submitted by each Staff and Division to the Assistant Director of Logistics no later than 1200 hours each Thursday following the reporting period.
- b. Number of copies to be forwarded:
  - (1) The Administrative Staff, Planning Staff, and Printing Services Division, and Real Estate and Construction Division will each submit the original and two copies.

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- (2) The Procurement Division, Supply Division, and Transportation Division will each submit the original and four copies.
- (3) One copy will be retained by the preparing activity.
- (4) Divisions may retain a single copy of each report distributed for a maximum period of 3 months in accordance with paragraph 4.a. below. The original of all reports will be retained in the Office of the Director of Logistics for one month and will then be forwarded to the OL/Registry for filing.


4. DISTRIBUTION

- a. The Office of the Director will distribute reports in accordance with the following:

<u>Individual or Component</u>	<u>Reports to be Received</u>
Director of Logistics	All Reports
Deputy Director of Logistics	All Reports
Assistant Director of Logistics	All Reports
Planning Staff	All Reports
Security Staff	All Reports
Procurement Division	Transportation Division
	Supply Division
Transportation Division	Procurement Division
	Supply Division
Supply Division	Procurement Division
	Transportation Division

- b. Reports received by Divisions and Staffs will be handled on an "eyes only" basis and will not be distributed below the level of deputy division and staff chiefs.

FOR THE DIRECTOR OF LOGISTICS:

  
Chief, Administrative Staff, OL

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